

CV TOP TIPS

- Your CV should be carefully and clearly laid out: logically ordered, easy to read and not cramped.
- Be accurate in content, spelling and grammar. If you mention attention to detail as a skill, make sure your spelling and grammar are perfect.
- Target the specific job or career area for which you are applying and brings out the relevant skills you have to offer.
- Research the organisation and the position carefully, demonstrate your relevant skills and point these out clearly on your CV.
- Use a professional email address.
- Be positive. portray yourself confidently and highlight your strengths.
- Use action verbs to make it interesting – devised, created, analysed, achieved
- Be honest! Although a CV does allow you to omit details which you would prefer the employer not to know about, you should never give inaccurate or misleading information.